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Approved For Release 2002/06/14 : CIA-RDP82-00490R000100020024-9

MEMORANDUM FOR: (Operating Officials and Heads of Independent Offices)


SUBJECT : CIA Civilian Reserve Program

25X1A

REFERENCE :



25X1A

1.  prescribes the policies for the selection and use of Civilian Reservists and provides for the establishment of a centralized directory in the Office of Personnel to implement the Civilian Reserve program.

2. The purpose of this memorandum is to enlist your assistance in identifying and locating those former employees and other individuals who, because of their skills or present status, may be capable of assisting the Agency in the recruitment of personnel, outplacement, the reporting of cover opportunities or investigative leads, certain operational activities and other special tasks that can be performed by persons outside the Agency. This Reserve will, of course, have additional value as a potential source of manpower in event of emergency or wartime expansion.

3. The CIA Career Council in 1958 approved the establishment of a directory of selected former employees which was designated the "CIA Civilian Standby Reserve". This Directory now contains the names of approximately 700 persons who have expressed an interest in serving the Agency if needed. Approximately 350 additional names are in varying stages of processing but have not yet been contacted. The initial phase of this Directory was formed in 1958 when senior officials reviewed machine listings of employees GS-07 and above who had left the agency between 1947 and 1958. Since 1958 we have added to this Directory by screening monthly separations lists. The problem with this Directory is that since the primary objective of the program was to provide a potential source of manpower in event of national emergency it has a

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preponderance of lower-graded, non-technical personnel who would have limited potential for rendering assistance in current operations. In fairness to the some 700 who have been contacted and indicated a willingness to serve the Agency in time of emergency I do not propose to drop them out of the program at this time but it will be necessary to apply more stringent criteria for membership in the program now envisaged in 25X1A

4. The attached list (Attachment 1) which has been extracted from the current Directory contains the names of those who were former employees either of your office or the predecessor of your office. After reviewing this list it is requested that you identify those individuals, if any, whose primary potential is in sensitive operational activities and advise me whether their names should be included in the Directory and if included, how contact with them should be restricted 25X1A. Also, please furnish my office the names, along with any available pertinent information, of other former employees or other individuals whom you consider to be potential Civilian Reservists within the meaning of 25X1A. In the interests of uniformity it is recommended that nominations be made in the format shown in Attachment 2. Please note that 25X1A provides that future nominations may, in the case of present employees, be made on the Form 1152, Request for Personnel Action, prepared at the time of separation from the Agency.

5. For your information, I plan to send a questionnaire similar to that shown in Attachment 3 to those individuals in our current Directory believed to have a potential for assisting the Agency in current operations and to all future nominees who are cleared for contact. Information from completed questionnaires will be added to pertinent biographic information available

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within the Agency and made available to Operating Officials and Heads of Independent Offices to meet specific requirements.

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6. questions regarding this program may be directed to [REDACTED]

25X1A9a

[REDACTED] Chief, Mobilization and Reserve Branch, MMPD, [REDACTED] Room 1351 R & S 25X1A Building. Your assistance in developing this program is greatly appreciated.

Ernest D. Echols
Director of Personnel

3 Attachments

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